



Re: Appointment as an Officer of Elections for James City County

Thank you for your interest in serving as an Officer of Election for James City County. The current term of appointment ends on February 28, 2017. Please complete and return the enclosed forms. Your assignment will depend on the needs of the County, available funds and staffing requirements. **ELECTION and TRAINING DATES are provided in the attachments.**

Article II, Section 7 of the Constitution of Virginia, requires that you take the attached oath. This oath should be administered by either the General Registrar/Director of Elections, an Assistant Registrar, a Notary, Clerk or Deputy Clerk of the Circuit Court or a member of the JCC Electoral Board. You may complete the oath in the Voter Registration and Elections Office free of charge.

The Constitution of Virginia prohibits any person who holds any elective office or is the deputy or employee of such elected official under the governments of the United States, the Commonwealth, or any Virginia county, city or town from serving as an Officer of Election.

Please return the attached forms to: 101 Mounts Bay Road, Bldg E, Williamsburg, VA 23185

or via mail: James City County Voter Registration and Elections
P.O. Box 3567
Williamsburg, VA 23187-3567

Sincerely,

A handwritten signature in black ink, appearing to read "Dianna S. Moorman".

Dianna S. Moorman
General Registrar and
Director of Elections

Enclosed:

Officer of Elections Guidelines and Standards
Officer of Elections Acknowledgement and Availability
Officer of Elections Oath or Affirmation



Voter Registration and Elections

Officer of Elections Guidelines and Standards

You are eligible to serve as an Officer of Elections if you are a registered voter in the Commonwealth of Virginia and you are not employed by, or not the deputy of, any local, state or federal elected official. Officers of Elections who meet these criteria will serve as follows:

1. Officers of Elections work for the Electoral Board and follow the guidelines and standards that lead to exceptional customer service for our citizens on Election Day.
2. You will be given a great deal of responsibility and trust in the election process. You will work with other officers to produce accurate election results, provide for equal access to voting and the necessary assistance to individual voters who need your help. You will also demonstrate equipment, make sure voters are in their proper precinct, help citizens complete necessary changes of address and remind voters to check their ballots for accuracy, among other responsibilities.

You must also be willing to:

- a. Complete training sessions prior to each election to ensure you are properly prepared to provide the best possible service to the voters of James City County.
 - b. Arrive at the polling location at **5 a.m.** and remain there until the election results have been reported (*generally* around 8 p.m.; for the Presidential Election - 9 p.m.).
 - c. Report to and follow directions of the Precinct Chief Officer of Election who assigns jobs. Please be willing to work where assigned.
 - d. Be courteous and people-friendly to all voters and fellow officers.
 - e. Wear appropriate business casual dress (no sweat clothes, t-shirts, flip-flops or shorts).
3. Polling places are located in schools, community centers and churches. ***These locations do not permit smoking in or on the premises.*** Please consider this when accepting your appointment.
 4. James City County conducts a General Election every November (training is conducted in October). A Primary Election, if called, is held each year in June (training is conducted in May). Special elections are held when conditions warrant.
 5. You will be compensated for training AND Election Day only if you work.



**Voter Registration
and Elections**

Officer of Elections Acknowledgement and Availability

Please complete the form below and return it in the enclosed envelope to:
James City County Voter Registration and Elections, P.O. Box 3567, Williamsburg, VA 23187-3567.

Name:	Nickname:
Address:	Apt/Suite:
City:	Zip:
Telephone (preferred main number):	H / W / Cell
(alternate phone number):	H / W / Cell
Email:	

I accept the appointment as an Officer of Election and I agree to represent the:

(This does not affiliate you with a party for voting purposes – it satisfies legal requirements to ensure that all parties are fairly represented to protect the interests of all voters. However, if you wish assignment as Chief or Assistant Chief, you MUST select Democratic Party or Republican Party.)

Democratic Party ☐ Republican Party ☐ or am an Independent ☐

	Do	Do Not
Agree to represent either party in a Primary Election		
Accept assignments other than my voting precinct		
I understand that I am required to complete in-person training session(s)		
I hold an elected office, whether paid or unpaid, under the government of the United States of Virginia, or of any Virginia county, city or town		
I hold an office title as the deputy or the employee of an elected official		

SAVE THE DATE: Please take a moment to mark your calendar with the above dates.

You will be expected to be available to work the following elections in this appointment cycle or notify us in writing at least 90 days prior to the election (except for emergencies).

NEXT ELECTION:	FUTURE ELECTIONS:
November 8, 2016 General Election (Training dates 10/10-11/04)	June 13, 2017 Primary Election, <i>if called</i> (Training dates 05/16-06/10)
	November 7, 2017 General Election (Training dates 10/10-11/04)

Signature (Required): _____ Date: _____



**Voter Registration
and Elections**

Officer of Elections Oath or Affirmation

I, _____, do SOLEMNLY SWEAR (or affirm)
that I will support the Constitution of the United States, and the Constitution of the
Commonwealth of Virginia, and that I will faithfully and impartially discharge all the duties
incumbent upon me as an Officer of Election of James City County for the term ending
February 28, 2017, according to the best of my ability (so help me God).

Signature (Required)

State of _____ County/City of _____.

Print name of Officer of Election

did subscribe and swear the foregoing instrument before me on the

_____ day of _____, 20____

Signature of notary or other person authorized to administer oaths*

Title of Person Administering Oath

Notary Registration Number**

Date Notary Commission
Expires**

* General Registrar/Director of Elections, an Assistant Registrar, a Notary, Clerk or Deputy Clerk of the Circuit Court or a Member of the JCC Electoral Board

** If not included in seal/stamp